

## Senior Leadership Team minutes

### Monday 24 April 2017

#### Members

Paul Arnold (chair)  
Simon Entwisle  
Rob Luke

Deputy Chief Executive Officer  
Deputy Commissioner (Operations)  
Deputy Commissioner (Policy)

#### Attendees

Richard Marbrow  
Robert Parker

Group Manager Corporate Governance  
Head of Corporate Affairs

#### Secretariat

Peter Bloomfield

Senior Corporate Governance Manager

### 1. Introductions and apologies

There were apologies from Elizabeth Denham who was unable to attend the meeting.

### 2. Matters arising from the previous meeting

#### Minutes

The draft minutes of the previous meeting were agreed as being an accurate record and for proactive publication.

#### Actions and decisions

Outstanding actions were considered. In most cases the actions could be cleared.

Action status was to be indicated in writing as well as colour.

### 3. Terms of reference for MB, AC and SLT

#### Issue

The terms of reference for the Management Board, Audit Committee and Senior Leadership Team had been circulated to senior managers and the Non-executive Directors, and minor amendments had been made. The terms of reference were being brought to

Senior Leadership Team for agreement prior to coming to Management Board for information.

#### Decision

The terms of reference were agreed subject to the following amendments:

- references to Senior Management Team and the Corporate Plan were to be updated;
- a decision was to be made as to whether or not the proposed General Counsel would be part of the Senior Leadership Team and Management Board;
- Management Board membership was to be amended to allow for more than four Non-executive Directors; and
- changes to para 2.1 of the Senior Leadership Team terms of reference.

#### Actions

Richard Marbrow to consult the Commissioner as to whether or not the General Counsel would be a member of the Senior Leadership Team and Management Board.

Peter Bloomfield to amend the terms of reference and to send to Paul Arnold for a contribution on para 2.1 of the Senior Leadership Team terms, prior to bringing to Management Board on the 8 May.

### 4. ICO certification strategy

#### Issue

This paper advised Senior Leadership Team that the Commissioner had agreed a refreshed approach to the delivery of certification through exploring the development of a privacy management accountability framework.

Management Board was to be updated on 8 May and a more detailed paper outlining the project plan for the revised work stream would come to Senior Leadership Team on 15 May.

Project ownership and the end date for the project needed to be clarified. There also needed to be internal and external communications on the matter.

#### Actions

Rob Luke to update Management Board on the changed approach on 8 May and to update Senior Leadership Team on the project to take forward the work-stream on 15 May.

## 5. Management Board on 8 May

### Issue

The agenda for the forthcoming Management Board was presented for agreement.

There was discussion on the format of the Information Rights report.

### Actions

Richard Marbrow to discuss with the Commissioner whether to use the usual Non-executive Director briefing slot as an opportunity for discussion between the Non-executive Directors and the Commissioner.

Senior Leadership Team members to provide briefing to help inform the Commissioner's update to the Board (item 4) by Wednesday 25 April.

Rob Luke to provide the Board with an update on additional ICO responsibilities (item 6).

Peter Bloomfield to provide the Board with an update on the Annual Report and Accounts (under item 5).

Peter Bloomfield to amend the agenda:

Agenda item 7 was covered under agenda item 5.

Under agenda item 9, the DCEO reports were to be listed individually.

Peter Bloomfield to develop a possible format for future Management Board papers.

## 6. Risk and opportunity management

### Issue

A new format risk and opportunity register was being developed making use of recent guidance, and risks and opportunities were being updated. Work had also been done on articulating the ICO's risk appetite; to help explain decisions which involved risk.

### Decision

In respect of the risk and opportunities item for Management Board it was agreed that the new format would be used, but with current risks as there was not enough time to do a full scale review.

The need for consultation with staff and managers on risks was agreed.

The need for a read across between the Information Rights Strategic Plan and the risk appetite statement was noted.

#### Actions

Paul Arnold to update the risk appetite statement.

Peter Bloomfield to include the risk appetite statement in the new format risk and opportunity register and to amend the risk and opportunities register for Management Board on 8 May.

### **7. Any other business**

It was proposed that the strategic file tracker would come to Senior Leadership Team (informal meetings) once a month, starting on the 8 May.